

## DEOPHAM & HACKFORD PARISH COUNCIL

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### Minutes of the Council meeting on Wednesday 23<sup>rd</sup> June 2021, 7.30pm at Gralix Hall, Deopham

**Cllrs present:**

Jacky Phoenix – Chair (JP), Chris Biggs (CB), Martin Skidmore (MS), Catherine Grand (CG), Nick Hindley (NH), Chris Chorley (CCh)

**Cllrs absent:**

Chris Coath (CC)

**Other:**

Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB), Cllr Margaret Dewsbury (MD). There were no members of the public present.

1. To receive and accept apologies for absence
  - 1.1. Apologies were received and accepted from CC. All other Councillors were present.
  
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
  - 2.1. There were no declarations of interest in any items on the agenda.
  
3. To approve and sign the minutes of the Parish Council meeting on 5<sup>th</sup> May 2021
  - 3.1. The minutes of the meeting held on 5<sup>th</sup> May 2021 were received and read by Councillors prior to the meeting. It was requested CC was removed from the list of members of the playing field working party. The Council **RESOLVED** to approve the minutes.
  
4. To report on progress of matters arising from previous meetings and review the action log
  - 4.1. The grant from YB is pending. Once received the bench for the playing field will be purchased.
  - 4.2. JP requested that the process to update bank signatories is now restarted following the relaxation of lockdown rules.
  - 4.3. JP asked for volunteers to assist with painting the pavilion.
  
5. Finance - To receive the bank reconciliation for April-May 2021 and approve the following payments:

The Council reviewed the bank reconciliation, there were no queries. The Council **RESOLVED** to approve the payments.

	Description	Cheque Number	Amount
5.1	NPFA (Norfolk Playing Field Association) – Membership 2021-22	100613	£20.00

Draft minutes until approved at the Parish Council meeting on Wednesday 1<sup>st</sup> September 2021  
Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5.2	Max Bergin – Internal Audit	100614	£23.00
5.3	A Morris – Village maintenance	100616	£45.00
5.4	Jacqueline Phoenix – Reimbursement for village maintenance	100615	£19.78
5.5	Jordana Wheeler – Expenses (May 2021)	100617	£102.87

6. To agree and sign the lease for Deopham Playing Field
- 6.1. JP is authorized to sign the lease on behalf of the Rix charity. The Council **RESOLVED** to appoint MS and NH to sign the lease on behalf of the Council. The Clerk will witness the Council signatures. The Councillors signed the lease. JP will arrange for the signatures on behalf of the Rix charity to take place and return the completed lease to the Clerk.
7. To consider matters in relation to the annual audit for financial year 2020-21
- 7.1. To consider the Internal Auditors report for the financial year ending 31 March 2021 and consider recommendations  
The Council considered the internal auditors report. CCh enquired who the Councils Data Protection Officer (DPO) was. The Clerk confirmed she was the DPO as recorded in the agreed job description upon appointment into the role. The Clerk noted the Councils policies were out of date and were in the process of being updated to current model policies.
- 7.2. To agree the accounts for the financial year ending 31 March 2021  
The Clerk summarised the accounts. Overall expenditure was 88% of precept. Costs were saved under hall hire (due to virtual meetings), training and maintenance costs. Unspent precept has been reallocated to reserve funds. General reserve funds are now at approx. 7 months of the overall precept. The Council had no further questions and **RESOLVED** to agree the accounts.
- 7.3. To consider whether to exempt the Council from an external audit and if so to authorize the Clerk and Chairman to sign the form  
The Clerk noted that income for 2020/2021 was £8460 and expenditure was £6144 meeting the requirements to exempt the Council from external audit. The Council **RESOLVED** to authorize the Clerk and Chairman to sign the exemption form.
- 7.4. To consider the assertions on, and complete, the Annual Governance Statement 2020-21 and to authorize the Clerk and Chairman to sign  
The Council **RESOLVED** to agree the responses to the assertions and approved the Clerk and Chairman to sign the Annual Governance Statement 2020/2021.
- 7.5. To consider and approve the Accounting Statements 2020/2021 and to authorize the Chairman to sign  
The Council **RESOLVED** to approve the Accounting Statements 2020/2021 and authorized the Chairman to sign the form.
8. To receive an update from the playing field working party
- 8.1. JP, CCh and CG have visited some local parks for research. They then met and have drawn up a draft proposal for the layout of the playing field including new parking with a new entrance, and a fenced play area. A further meeting with a representative from South Norfolk Council is scheduled to get further advice on quotes and feasibility of the plans.

- 8.2. Some objectives include fencing for the play area to keep dogs out, improving disabled access, creating safer parking off the road and increasing the age range the play area is suitable for.
  - 8.3. The Clerk recommended an extra entrance to the play area as well as making the gate large enough for allow access for grass cutting. Clarification will also need to be sought for whether planning permission is required for a new access.
  - 8.4. To prevent the new parking being used as a layby JP proposed leaving the current fencing with parking being created behind it. JP would like to aim for work to start next spring.
  - 8.5. Possible flooring options for the play area included sand, grass and rubber chippings. This will be discussed further when quotes are obtained.
  - 8.6. JP noted the Rix Charity are in support of making improvements at the playing field. The working party will report back in September. Once quotes and a final plan have been agreed grants can be applied for.
9. To note the response to the following planning application;
- 9.1. Application 2021/1106 – Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house. Agricultural Building, North of High Elm Farm, Pye Lane, Deopham  
The Council **RESOLVED** they had no comments on the application. This decision was made via email under Delegation to the Clerk.
10. To consider the following planning application;
- 10.1. Application 2021/1070 – Conversion and extension of former games room to residential (previously approved under 2021/0138). Erection of single storey garage and additional residential garden land. Barn at Mill Farm, Attleborough Road, Deopham.  
The Council **RESOLVED** they had no objections to the application. They requested comments were submitted noting concerns over regular flooding to neighbouring fields and for the drainage to be considered further.
11. To consider the South Norfolk Village Clusters Housing Allocations Plan – Regulation 18 Consultation
- 11.1. The Clerk summarised the purpose of the consultation which will identify future areas for building houses. Although a site was put forward in Deopham it was been assessed as not suitable and is therefore not being taken forward. There is no proposed change to the settlement boundary in the parish. The Council agreed they had no comments to submit to the consultation.
12. Correspondence
- 12.1. Norwich Western Link Project Update – Information is on the Council website.
  - 12.2. Norfolk Strategic Flood Alliance Update – Information is on the Council website.  
MD recommended the Council collects information on areas of the village which experience flooding, including where ditches are blocked. A member of the Fire Service has been recruited to offer advice to Councils on how to help any residents who may experience flooding.
  - 12.3. New website for South Norfolk Council – A joint website between South Norfolk and Broadland has been launched.

13. Opportunity for public participation

- 13.1. There were no members of the public present.
- 13.2. MD reported she has a budget to pay for the proposed horse signs. The Clerk is confirming locations with Highways.
- 13.3. MD noted Norfolk County Council are currently selling compost bins half price from their recycling centres in a bid to reduce household waste.
- 13.4. MD reported a new Business and Intellectual Property Centre will be opening in Wymondham library which offers advice to small businesses.
- 13.5. CG enquired whether litter picks are currently allowed. NH offered to assist planning a possible route and the Clerk will investigate options for borrowing litter picking equipment.

14. To confirm the date of the next meeting

- 14.1. The Council agreed that a meeting was not required in July. The Council do not meet in August. The next Council meeting will take place at Gralix Hall on Wednesday 1<sup>st</sup> September 2021, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 8.50pm.